



## City of Greenfield

### CUSTODIAL TECHNICIAN

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Job Title:	Custodial Technician
Department:	Public Works
Reports To:	Public Works Administration
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	12.2016

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

Under direct supervision, the Custodial Technician is responsible for performing custodial duties, minor maintenance and other miscellaneous duties in order to ensure that municipal building(s) and facilities are maintained in a healthy, safe and sanitary manner. The Custodial Technician reports to the Administrative Assistant of Public Works and cares for municipal facilities and equipment. Maintaining these responsibilities will help to ensure the health, safety and security of the staff and the public. This position is a non-represented position.

#### **ESSENTIAL FUNCTIONS:**

Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.

Clean and care for building(s) and facilities in order to ensure they are maintained in a safe and healthy manner:

- Clean offices, meeting chambers and recreational facilities
- Mop tile, laminate and concrete floor areas
- Vacuum all carpeted areas
- Dust all furniture and fixtures as required
- Clean all building air vents and return air vents
- Wash and disinfect all washrooms
- Clean all mirrors
- Replenish toilet tissue and soap as needed
- Empty all waste baskets and garbage cans
- Place garbage in outside storage bin
- Clean entrance and exit including glass, doors and hardware
- Keep outside area near exit and entrance clear of, cans, paper, etc.
- Clean, wash and disinfect drinking fountains
- Wash all finger marks from walls, doors, hardware and glass



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- Perform and/or report minor maintenance repairs
- Clean kitchens
- Report damages and acts of vandalism
- Wash and buff non-carpeted floors with floor polisher
- Use of PC to access email, to send and receive emails

Maintain Storage areas and inventory of cleaning equipment, materials and supplies in a safe and orderly manner to ensure the safety of staff and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on even, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, pulling, pushing and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, enter confined spaces, use power and noise producing tools and equipment.

### **QUALIFICATIONS: (*The following are minimal qualifications necessary for entry into the classification.*)**

#### **Education and/or Experience:**

Graduate from high school and or GED, or custodial experience sufficient to provide the knowledge and skills and abilities necessary for the position of Custodial Technician.

Minimum one year of experience in maintenance or equivalent desired.

#### **License/Certificate:**

Must possess a valid California class C driver's license and have a driving record acceptable with the City's insurance carrier.

### **KNOWLEDGE/SKILLS/ABILITIES:**

#### **Knowledge of:**

Practices, techniques and materials, custodial practices and safety requirements basic principles of mathematics; methods and techniques for record keeping; occupational hazards and standard safety practices.

#### **Skills and Abilities:**



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- Operate a variety of light and heavy-duty equipment used in maintenance and; operate hand and power tools competently and safely;
- Perform some heavy manual labor; keep records and logs;
- Organize, prioritize and follow-up on work assignments;
- Work independently and as part of a team; follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships
- Applicable codes and regulations
- Practice safe driving rules at all times
- Handle hazardous chemicals in a safe manner
- Make accurate arithmetic calculations.
- Display a high degree of maturity, integrity and good judgment
- Walk, bend, reach, climb, stoop, kneel, squat, crawl and jump
- Lift and carry up to 50lbs.

### **ENVIRONMENTAL ELEMENTS**

Employee works primarily indoors and is exposed to loud noise levels, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employee may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

### **WORKING ENVIRONMENT AND CONDITIONS**

May be required to work on evenings, weekends and holidays. Incumbent will have a 9- month probationary period.